

Central Casting Workplace Violence Prevention Plan aka “WVPP”

WVPP last updated: 6/30/2024

IMPORTANT NOTE: This Workplace Violence Prevention Plan (also referred herein as “WVPP”) provides guidance in general, but Central Casting is not in control of the production client’s worksite and thus the client’s own WVPP will control and supersede Central Casting’s WVPP for anything relating to the client’s specific worksite.

COMMITMENT TO PREVENTING AND ADDRESSING WORKPLACE VIOLENCE

We are committed to creating a positive, caring, and safe work environment, which includes taking initiative to maintain a secure work environment and practice safe work habits. This Workplace Violence Prevention Plan (also referred herein as “WVPP”) of Central Casting (also referred herein as “Company”) is designed with our Company values in mind while complying with the applicable law.

The purpose of the WVPP is to protect employees from threat of violence or workplace violence, and effectively address such incidents should they arise.

As a Central Casting background actor, you should be familiar with Central Casting’s WVPP and your role in preventing and addressing incidents of workplace violence. If you have questions, Central Casting’s WVPP Administrator and WVPP Assistant Safety Coordinators are available to answer them.

IMPORTANT DEFINITIONS

“Emergency” means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

“Threat of violence” means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

“Workplace violence” means any act of violence or threat of violence that occurs in a place of employment. “Workplace violence” includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- Workplace violence does not include lawful acts of self-defense or defense of others.

There are four types of workplace violence:

Type 1 Violence: workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.

Type 2 Violence: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 Violence: workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 Violence: workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

THREATS OF VIOLENCE OR VIOLENCE BY CO-WORKERS, CLIENTS, OR VENDORS

Central Casting has a zero-tolerance policy for violent acts or threats of violence from or against our employees, clients, or vendors. We do not allow fighting, threatening words or threatening conduct. Guns or any other weapons are strictly prohibited and not permitted in the workplace. Any employee in violation of these rules will be subject to disciplinary action, up to and including termination of employment.

Any employee who is subjected to or threatened with violence on the client’s set by a another worker, client, or vendor, or is aware of another individual who has been subjected to or threatened with violence, shall immediately report this information first to the client’s staff on the set (this can be an Assistant Director, a Production Assistant overseeing the background actors, or on-site security officers at the worksite) and then also to Central Casting’s Assistant Safety Coordinator or WVPP Safety Administrator identified below. If the incident of violence or threat of violence by a co-worker, client, or vendor occurred while not on the client’s set, then employees shall immediately report to this information Central Casting’s Assistant Safety Coordinator or WVPP Safety Administrator. All threats will be taken seriously.

RESPONSIBILITY FOR THE WVPP

The Central Casting WVPP Administrator identified below has overall authority and responsibility for implementation of the provisions of this WVPP. The WVPP Administrator can be reached at the contact information below. The WVPP Administrator, or designee, works closely with the WVPP Review Group, which will be responsible for addressing workplace violence issues that impact background actors. The additional roles work closely with the WVPP Administrator in the formation and implementation of the WVPP:

Name/Title	Function
Adinah Rabanal, WVPP Administrator	Has overall authority and responsibility for implementation of this WVPP.
Martha Molina and Erica Esparza, Assistant Safety Coordinators	Work closely with the WVPP Administrator, assisting in the formation, implementation, and enforcement of the WVPP.
Contact Info for the Above: 818-562-2700 & CentralCastingTalentRelations@CentralCasting.com	

QUESTIONS ABOUT CENTRAL CASTING’S WVPP

Please contact the WVPP Administrator or Assistant Safety Coordinator(s) above with any questions about Central Casting’s WVPP.

WVPP Administrator. The WVPP Administrator is responsible for the following:

- Ensuring the WVPP is complete and updated as required, and that the WVPP is available to all employees.
- Oversee workplace violence hazard assessment and inspections, as appropriate, to evaluate the work tasks of all employees to determine the presence of hazards, conditions, operations, and

other situations which might place workers at risk of workplace violence incident in the workplace.

- Review previous incidents of violence or threats of violence in the workplace and other records identifying patterns that may indicate causes and severity of incidents and identify changes necessary to correct hazards.
- Train employees on their individual safety responsibilities related to the WVPP.
- Train employees on the procedures for dealing with workplace threats and emergencies, and how to contact police, fire, and other safety and security officials.
- Respond to potential threats and escalating situations by utilizing proper resources from local law enforcement and medical services, the production client's staff on the production worksite, studio human resources staff, and Central Casting staff.
- To the extent occurring on or arising from a client's worksite, report potential violence or acts of violence or threats of violence to the client.
- Coordinate with clients.
- Oversee and manage the work of the Assistant Safety Coordinator(s).

Assistant Safety Coordinator. The Assistant Safety Coordinator will:

- Function as the WVPP Administrator's designees to assist and support the WVPP Administrator to implement and enforce the WVPP, including investigations, assessing potential hazards, documenting workplace violence incidents, and training of employees.

EMPLOYEE ACCESS

A copy of this WVPP is available for free to employees electronically on the Central Casting Los Angeles Forms and Policies webpage. In addition, it is available to the Division of Occupational Safety and Health upon request to the Central Casting WVPP Administrator or Assistant Safety Coordinator.

INVOLVEMENT OF EMPLOYEES

Central Casting encourages the suggestions and involvement of employees in developing and implementing the WVPP. Please submit comments or suggestions for improving this WVPP to the Central Casting WVPP Administrator, or by submitting them online through our third-party provider Ethics Point at the website centralcasting.ethicspoint.com or by calling Ethics Point at 833-220-9680. Ethics Point also provides an anonymous option, if you wish to remain anonymous.

REVIEW OF THE WVPP

Central Casting's WVPP Administrator will lead the periodic review of the effectiveness of this WVPP, including the Violent Incident Log, and revise the WVPP as needed. The WVPP will be reviewed with the WVPP Review Group consisting of management and employees. The WVPP will be reviewed annually, when a deficiency is observed or becomes apparent, and after a workplace violence incident. Changes may also be made due to information or guidance received from Cal-OSHA.

COORDINATION WITH OTHER EMPLOYERS

Production clients are the employers responsible for work and safety on their own worksite. Because Central Casting background actors do not work at Central Casting's office and instead work only at the client's worksite (aka, the production sets), the production client's WVPP will control and supersede Central Casting's WVPP for anything relating to the client's specific worksite. Central Casting will coordinate with and follow the client's directions with respect to implementation of their WVPP for their worksite. Also, because Central Casting does not control the client's worksite, Central Casting will need to follow the client's lead on hazard identification and investigation of any workplace violence incidents

at the client's worksite. Central Casting will assist the client in any workplace violence incident investigation involving Central Casting background actors, and Central Casting will also conduct its own investigation as appropriate to the circumstances. The client is responsible for providing anyone working on their sets (including background actors) with training about the client's own WVPP.

COMPLIANCE

Employers are responsible for communicating all safety and health policies and procedures related to workplace violence prevention to employees. Just as importantly, all employees are responsible for using safe work practices, for following all directives, policies, and procedures for assisting in maintaining a safe work environment and for promoting safety whenever and wherever possible. The following is Central Casting's system of ensuring that all workers comply with the work practices designed to prevent against workplace violence incidents, ensure they are properly addressed when they occur, and maintain a safe work environment:

1. Inform employees of the provisions of our WVPP;
2. Train employees on the WVPP when the WVPP is first established, and annually thereafter;
3. Provide training to employees on general safe and healthy work practices, while the production client will be providing specific training with respect to hazards specific to each employee's job assignment at the client's worksite;
4. Evaluate potential workplace hazards and make post-incident hazard assessments, and implement necessary corrections;
5. Provide retraining to employees who do not meet expectations relating to the WVPP;
6. Provide a system for communicating with employees about occupational health and safety matters, including a means that employees can use to inform the employer of hazards at the worksite without fear of reprisal;
7. Discipline employees for failure to adhere to the WVPP.

COMMUNICATION

Central Casting recognizes that to maintain a safe and secure work environment, it must maintain communication on matters of workplace violence with all employees, including the employees of other employers that work at the same worksite. The following is our system of communication, designed to facilitate a flow of safety, health, and security information in a form that is readily understandable:

1. Communicate information regarding conditions that increase the potential for workplace violence.
2. In case of workplace emergencies, Central Casting will text/email information about the incident to affected employees via Central Casting's messaging system.
3. Distribute safety information, including current safety news and activities, and safety reading materials.
4. Employees can speak with Central Casting's WVPP Administrator or Assistant Safety Coordinator(s). Central Casting's main number (818-562-2700) is staffed 24 hours a day, so if an emergency occurs after regular business hours or on weekends, there is staff who will be able to relay messages to appropriate personnel for response. Non-emergencies will be responded to during regular business hours.

PROCEDURE FOR REPORTING THREATS OR ACTS OF WORKPLACE VIOLENCE

An important part of the communication component of workplace violence prevention is reporting any threats or acts of workplace violence. Employees are required to report such incidents and should do so in accordance with the following:

1. If a workplace violence incident or threat is occurring at the production client's worksite, then first report the situation to the appropriate personnel on set (this can be an Assistant Director, a Production Assistant overseeing the background actors, or on-site security officers at the worksite).
2. Staff on the production set will contact law enforcement when appropriate, and coordinate with law enforcement on the reporting and investigation of the workplace violence incident. **In a workplace violence emergency (recall that an "emergency" means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons), anyone (including background actors) can contact 911 for help.**
3. Next, and when safe to do so, inform the WVPP Assistant Safety Coordinator or WVPP Administrator at Central Casting about the incident. Any of Central Casting's office staff can be reached at 818-562-2700.
4. The WVPP Administrator or Assistant Safety Coordinator will coordinate with the client for a response to the incident.
5. The WVPP Administrator or Assistant Safety Coordinator will complete a Violent Incident Log.
6. Another option to report workplace violence incidents to Central Casting is through our third-party provider Ethics Point at the website centralcasting.ethicspoint.com or by calling 833-220-9680. Do not use Ethics Point to report incidents that need an immediate response. Ethics Point also offers an anonymous reporting option.

The Company strictly prohibits retaliation against any employee for making a good faith report of workplace violence.

INCIDENT RESPONSE

Production clients are the employers responsible for work and safety on their own worksite. Because Central Casting background actors do not work at Central Casting's office and instead work only at the client's worksite (aka, the production sets), the client's WVPP will control and supersede Central Casting's WVPP for anything relating to the client's worksite. Also, because Central Casting does not control the client's worksite, Central Casting will follow the client's lead on investigation of any workplace violence incidents at the client's worksite. Central Casting will assist the client in any workplace violence incident investigation involving Central Casting background actors, and Central Casting will also conduct its own investigation as appropriate to the circumstances. Central Casting will record workplace violence incidents involving background actors into the Violent Incident Log.

If an actual or potential violence emergency occurs at the production client's worksite, the client's procedures generally include, but are not limited to, the following:

1. Alerting employees of the presence, location, and nature of workplace violence emergencies during such an event.
2. Enforcing evacuation or sheltering plans that are appropriate and feasible for the worksite.
3. Communication about how to obtain help from staff to respond to workplace violence emergencies, including first aid, security personnel and law enforcement.

The procedures when responding to a violent act where one or more persons are injured include, but are not limited to, the following:

1. Anyone involved in a violent attack, or who witnesses an attack, resulting in an injury that requires more than first aid will contact emergency services by dialing 911 from any phone.
2. The injured will be transported to medical care facilities.
3. The incident will be reported to police and other appropriate authorities.

4. The area where the violent actions occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
5. A Violent Incident Log will be prepared.
6. Injured persons, witnesses to the incident, and other affected employees will be offered psychological assistance and counseling to reduce trauma and stress.

Active Shooter (or Attacker) Incidents

An Active Shooter/Attacker is an individual who is actively engaged in killing or attempting to kill people in a confined area. **This does not necessarily have to be a person with a gun, but can be a person with a gun, knife, or other deadly weapon.** Typically, there is no discernable pattern or method to the shooter's selection of victims, and can happen indoor, outdoor, at the workplace, or outside the workplace. Active shooter/attacker situations are unpredictable by nature and typically evolve quickly; therefore, situational awareness and preparedness are key in safely responding to an active shooter/attacker situation. If an active shooter/attacker is detected in your vicinity, law enforcement and the federal government recommend that you take the following actions immediately:

Remember: **RUN – HIDE – FIGHT**

1. **RUN:** If it is safe to do so, the first course of action that should be taken is to **RUN**. Be aware of the **nearest exit points**.
 - Run out of the facility/worksites and get far away from the area under attack.
 - Do not retrieve personal belongings.
 - Encourage others to exit the facility/worksites with you; once safely away from the area, do not go back into the facility/worksites under any circumstances.
 - Call 911 as soon as you are in a safe location far away from the attack. Be prepared to give the address of the facility, the approximate number of suspects and the approximate number of occupants, and any other pertinent information about the attack, if known.
2. **HIDE:** If running is not a safe option, or the shooter/attacker is blocking the facility/worksites exits, you should **HIDE** in as safe of a place as possible. Stay out of view. If possible, hide in an **office or other enclosed room**. Rooms with uncovered windows allowing the attacker to easily see into the room are not good hiding places. Once inside the shelter room, take the following steps:
 - Encourage others that may be in the hallways or exposed floor area to quickly enter the shelter room, using gestures and eye contact. **Do not draw attention to the area by shouting or making noise.**
 - Once people in the immediate vicinity are inside the shelter room, do not exit the room to retrieve other team members or open the door for any reason until given the all clear by "identifiable" law enforcement.
 - Identify and retrieve items that may be used as improvised weapons.
 - Do not exit the room, even if the fire alarm is triggered, as this may have been done by the attacker to encourage people to come out of hiding. Be suspicious of who is claiming to be law enforcement, as the attacker may pretend to be police in order to lure people out of hiding. Real law enforcement will be moving in groups and in uniform.
 - Turn off the lights in your hiding spot, lock the doors and close any blinds/shades.
 - Be quiet and turn silent noise-making electronics (computers and phones, including landlines).
 - Barricade the door with any available furniture or equipment and take shelter behind any cover available; the goal is to put as many obstacles between yourself and the attacker as possible.

3. **FIGHT:** If running and/or hiding is not an option, and you are confronted with the shooter/attacker, then **as a last resort**, you should **FIGHT**.
 - Don't seek out the shooter/attacker for a confrontation.
 - Don't fight unless you must (e.g., to save your life or another's life).
 - If you don't have a weapon, look for an improvised weapon (e.g., scissors, heavy lamp, fire extinguisher, golf club, tool, chair, letter opener, keys, chemical sprays, etc.).
 - If you are with others and have the time, quickly plan a simple coordinated attack.
 - Be extremely aggressive and try to incapacitate the aggressor as quickly as possible.
 - Go for vulnerable areas (e.g., eyes, groin, throat, knees) and strike fast and hard, repeatedly. Don't stop until the shooter/attacker is down and out. Try to take their weapon, if possible.
 - If the shooter/attacker is subdued, your focus should then be on exiting the facility as swiftly as possible.

4. Cooperate and do not interfere with the first responders on the scene (police officers, EMT, firefighters, etc.). When law enforcement arrives:
 - Put your hands up and keep them up; **the police won't know the good guys from the bad guys and thus can treat you as the bad guy and can even attack you if you fail to follow their instructions because they don't know who you are.**
 - Accept the fact that you're not in control; listen, don't argue with the police, and obey their orders.
 - Stay calm; the police will have guns, they'll be yelling, and they'll be acting aggressively.
 - Provide any information you can, but stop talking if the police are too busy to listen to you.
 - Stay where they tell you to go, until they say it's okay to leave.

Bomb Threats

If the client's worksite receives a bomb threat, the client's production staff will instruct everyone to vacate the worksite. You may not be told the nature of the threat, but the client's staff will be directing people to leave the location and there will, in all likelihood, be an urgency to their instruction. Comply with the client's instruction and leave immediately. If client's staff instructs you to leave your belongings behind, do so and do not attempt to retrieve your belongings (you will be told later when it is safe to retrieve your belongings). If you are the person that learns of the bomb threat first, immediately inform the client's staff (this can be the Assistant Director, the PA oversee the background actors, or security personnel at the worksite), and be urgent but discreet so as to not cause panic among other workers on set; immediately inform the client's staff and let them assess the situation.

Parking Lot Safety

Park near where it is busy, not in an isolated location. Drive around and find where you need to walk before parking to minimize walking far alone or getting lost. Eye the surroundings for possible hazards and evacuation routes in case of emergency. Walk near where it is busy or within the eyesight of other people or use the "buddy" system, especially at night or in a dark parking area. Avoid distractions while walking, like looking at or talking on your cell phone instead of being aware of your surroundings (especially if walking alone). Don't be afraid to ask staff members or security to walk you to your car. If confronted by an attacker, remember **RUN – HIDE – FIGHT**.

Working at Public Filming Locations (examples: public street, park, beach, college campus)

As a public space, there are no barriers to keep people out. Security staff will likely not be enough to secure the entire perimeter of the filming location. Eye the surroundings for possible hazards and

evacuation routes in case of emergency. Watch out for people that look out of place like they don't belong on a set; if you see such a person, don't confront but instead notify the client's production staff and/or security. Stay within the worksite with or near other workers. Don't wander off away from set (e.g., walking off from set to an empty street away from others in downtown at night is not safe). The client in charge of the worksite is in charge of providing you with safety information about the location. If confronted by an attacker, remember **RUN – HIDE – FIGHT**.

Working on a Studio Lot, Stage, or Rented Building

Studio lots, stages, and rented buildings are on private property, so there is more control of the worksite environment. If filming indoors, there are fewer possible evacuation routes in case of an emergency due to physical barriers like walls and doors. Thus, it is important to eye the surroundings for possible evacuation routes in case of emergency. While it will be harder for potential attackers to get past security, particularly on a studio lot or stage, it is still possible to sneak onto the property. Watch out for people that look out of place like they don't belong on a set; if you see such a person, don't confront but instead notify the client's production staff and/or security. The client in charge of the worksite is in charge of providing you with safety information about the location. If confronted by an attacker, remember **RUN – HIDE – FIGHT**.

TRAINING

All employees receive effective training on workplace violence prevention when the WVPP is first established, and annually thereafter. Central Casting's training includes:

- The WVPP, how to obtain a copy of the WVPP at no cost, and how to participate in the development and implementation of the WVPP.
- A review of definitions and requirements under the WVPP.
- How to report workplace violence incidents or concerns to Central Casting or law enforcement without fear of retaliation.
- Workplace violence hazards specific to the employee's jobs, the corrective measures the Company has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm. However, specific training pertaining to safety of the client's work location needs to be provided by the client's production staff that is in charge of the worksite.
- The Violent Incident Log and how to obtain copies of workplace violence hazard identification, evaluation and correction, training records and Violence Incident Logs.
- An opportunity for interactive questions and answers with a person knowledgeable about the Company's WVPP.

Additional training and instruction will be provided to all employees whenever the Company is made aware of new or previously unrecognized security hazards. This training may be limited to addressing the new workplace violence hazard or changes to the WVPP.

IDENTIFICATION, EVALUATION, AND CORRECTION OF WORKPLACE VIOLENCE HAZARDS

Production clients are the employers responsible for work and safety on their own worksite. Central Casting does not control the client's worksite, so Central Casting must depend on the client to conduct hazard assessments to identify, evaluate, and correct workplace violence hazards and threats of workplace violence for the client's own worksite. However, Central Casting will cooperate with the client in hazard assessments (and corrections that are within Central Casting's control). Central Casting will communicate to employees any hazard assessments that clients provide to Central Casting to share with Central Casting's employees. If the hazard is on the client's worksite, then Central Casting's participation

will depend on the client's willingness to permit Central Casting's participation at the client's worksite. In the case of workplace violence incident investigations, if any background actors are involved in the incident, then Central Casting will work with the client to investigate and correct unsafe conditions, work practices and work procedures impacting background actors.

Corrective Actions

Many of the potential corrective actions listed below are only within the control of the client because the client controls the worksite. Depending on the client, the type of violence, and the nature of the client's worksite (e.g., temporary outdoor location in public area versus indoor stage on private property), corrective measures may include, but are not limited to:

1. Controlling access to the workplace and freedom of movement within it, including checking company-issued IDs to be allowed onto the worksite and use of adequate workplace security/access control systems.
2. Reporting procedures for notifying designated employees of suspicious persons or activities.
3. Maintaining an up-to-date list of problem individuals that trigger a security response if they appear at the workplace.
4. Utilizing surveillance measures, such as cameras.
5. Use of restraining orders.
6. Posting emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line.
7. Training on emergency action procedures for employees, such as using a "buddy" system.
8. Having adequate emergency escape routes.
9. Enforcing policy prohibiting weapons and eliminating access to potential weapons.
10. Addressing adequate lighting.
11. Addressing employee isolation factors.
12. Increasing security or police patrol in area.
13. Enforcing policy of no tolerance for workplace violence.
14. Increasing awareness of the warning signs of potential workplace violence.
15. Retrain employees on handling and preventing violence situations.
16. Ensuring worker disciplinary and discharge procedures address the potential for workplace violence.
17. Relocating workers or worksite or staggering work hours.
18. Posting laws against assault, stalking, or other violent acts.

POST-INCIDENT RESPONSE AND INVESTIGATION

When a workplace violence incident occurs involving background actors, the Central Casting WVPP Administrator, or designee, will promptly conduct a post-incident response and investigation.

Post-Incident Response Procedures

Note that some post-incident responses can only be performed by the client if the incident occurred at the client's worksite.

1. If injured in the incident while at the production client's worksite, first aid will be administered on site by client's staff, followed by transportation to local hospital if needed;
2. Coordinate with the client involved in the incident.
3. Take measures necessary to prevent others from being injured.
4. Identify employees and witnesses involved in the incident.
5. Assess if any additional threats could arise because of or in conjunction with the incident.
6. Evaluate the incident for gaps or deficiencies in emergency response plans.
7. If a crime was committed, coordinate and cooperate with law enforcement.

8. Conduct an investigation in conjunction with client if incident involved background actors.
9. Complete the Violence Incident Log, and record corrective actions taken.
10. Review and revise the WVPP and employee training, as needed.

Investigative Procedures

The incident investigation is a systematic method for collecting factual information that makes it possible to accurately reconstruct the workplace violence incident and determine the underlying reasons for the cause of the incident. Once the root causes for the incident have been determined, corrective actions and preventative measures can be identified and effectively instituted. If the incident was on the production client's worksite, then Central Casting will follow the client's lead in the investigation and fully cooperate with the client, and Central Casting's participation will depend on the production client's willingness to permit Central Casting's participation. The basic steps in conducting an incident investigation are:

1. If workplace violence incident occurred on production client's worksite, Central Casting will collaborate with client in the investigation.
2. Identify root causes of the incident. Ask "why" the perpetrator acted, "why" the worker responded in a certain way, etc.
3. Interview involved workers and any witnesses.
4. Collect facts on what, where, when, and how the incident occurred.
5. Examine the area for security risk factors associated with the incident.
6. Speak with workers who work in the area or worksite where the event occurred in the incident investigation as they may have some special insight into potential causes and solutions.
7. Obtain any reports completed by law enforcement.
8. Complete the Violence Incident Log, and record corrective actions taken.
9. Review and revise the WVPP and employee training, as needed.

VIOLENT INCIDENT LOG

Central Casting will record information in a Violent Incident Log for each workplace violence incident in which a Central Casting background actor experienced the workplace violence incident and also provide a copy to the client whose worksite the incident occurred. No personal identify information of the people involved in the incident will be included in the log. The Violent Incident Log includes the following information:

- The date, time, and location of the incident.
- The type of violence (Type 1, 2, 3, or 4).
- A detailed description of the incident.
- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
 - (i) Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - (ii) Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - (iii) Threat of physical force or threat of the use of a weapon or other object.

- (iv) Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- (v) Animal attack.
- (vi) Other.
- Consequences of the incident, including, but not limited to:
 - (i) Whether security or law enforcement was contacted and their response.
 - (ii) Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- Information on who completed the log.

RECORDKEEPING

Central Casting maintains records as follows:

- Records of workplace violence hazard identification, evaluation, and correction must be created and maintained for a minimum of five years.
- Every incident, post-incident response, and workplace violence injury investigation shall be recorded in a Violent Incident Log. The log will be reviewed annually in conjunction with the review of the WVPP. It must be maintained for a minimum of 5 years.
- Records of workplace violence training must be maintained for a minimum of one year.
- Records of workplace violence incident investigations must be maintained for a minimum of five years. These records shall not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required by this subdivision will be made available to the Cal-OSHA Standards Board upon request for examination and copying.

The following records will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request:

- Records of Workplace Violence Hazard Identification/Evaluation/Correction
- Training records
- Violent Incident Logs